

**RULES
OF
THE TENNESSEE PEACE OFFICER STANDARDS
AND TRAINING COMMISSION**

**CHAPTER 1110-7
BASIC TRAINING ACADEMY MINIMUM STANDARDS**

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1110-7-.01 MINIMUM CURRICULA REQUIREMENTS.

- (1) Basic Course. The Commission shall approve a program of instruction comprising fundamental law enforcement skills and knowledge, which shall be designated as the Basic Law Enforcement Course.
 - (a) Length. The Basic Law Enforcement Course shall include a minimum of 400 hours of instruction and study.
 - (b) Format. The Basic Law Enforcement Course shall have a curriculum format that contains the following elements:
 1. Firearms - 40 hours.
 - (i) Weapons safety, nomenclature and maintenance.
 - (ii) For handguns, stances and firing positions to include: Kneeling, standing, prone, off-hand, barricade, one- and two-hand grip.
 - (iii) Double or single action (depending upon Department approved weapon)
 - (iv) Fifty (50) rounds.
 - (v) Shall not be fired beyond 25 yards.
 - (vi) Student must demonstrate a proficiency of at least 75% both during day and darkness on all weapons issued or authorized by student's department.
 - (vii) Demonstrate a proficiency of at least 75% on a stress exertion course which has a laterally moving target.
 2. Emergency Medical Training - 10 hours.
 - (i) Basic First Aid and CPR; infectious diseases; pathogens.
 - (ii) Airborne and blood pathogens
 3. Patrol Procedures - 75 hours.
 - (i) Traffic accident investigation.
 - (ii) Various types.

(Rule 1110-7-.01, continued)

- (iii) Observation technique.
 - (iv) Officer survival tactics.
 - (v) Crime in progress.
 - (vi) Traffic control.
 - (vii) Crime scene and evidence protection and gathering to include chain of evidence.
 - (viii) Communication procedures.
 - (ix) Child sexual abuse investigation (minimum three (3) hours).
 - (x) Crisis intervention (domestic disputes).
- 4. Interpersonal Communications - 25 hours.
 - (i) Interview witnesses.
 - (ii) Interview victims.
 - (iii) Basic Street Spanish.
 - (iv) Field interviews.
 - (v) Police citizen contacts.
- 5. Professional and Ethical Conduct - 3 hours.
 - (i) IACP Code of Ethics.
 - (ii) Political influence on law enforcement.
- 6. Physical Defense Tactics - 40 hours.
 - (i) Physical training fitness.
 - (ii) Suspect control.
 - (iii) Various unarmed self defensive tactics.
 - (iv) Baton use, if used by department.
 - (v) Control of the emotionally disturbed.
- 7. Criminal and Constitutional Law and Procedures - 50 hours.
 - (i) Restraint of police powers vs. citizens as dictated by court decisions in the area of the 1st, 4th, 5th, 6th, 8th, and 14th Amendments.
 - (ii) Post-arrest and pre-trial statutory procedure.
 - (iii) Civil liability of police.

(Rule 1110-7-.01, continued)

- (iv) Criminal offenses (to include traffic) and local ordinances (where applicable).
- 8. Written Communications - 10 hours.
 - (i) Police reports (all types).
 - (ii) Emphasis on elements of crimes in written narratives.
 - (iii) Report writing skills.
- 9. Human Relations - 30 hours.
 - (i) Sociology of groups, ethnic and racial.
 - (ii) Psychology of human behavior.
 - (iii) Basic street gang culture.
 - (iv) Sexual harassment.
 - (v) Domestic terrorism.
- 10. Criminal Justice System - 11 hours.
 - (i) Role of courts.
 - (ii) Role of various police agencies.
 - (iii) Role of correctional system.
 - (iv) Courtroom security.
 - (v) Civil process.
- 11. Law Enforcement Stress - 9 hours.
 - (i) Recognizing the symptoms of Law Enforcement stress and coping mechanisms.
 - (ii) Law Enforcement marriages.
 - (iii) Nutrition and health management.
- 12. Administration - 3 hours.
 - (i) Director's prerogative.
- 13. Emergency Vehicle Operations - 40 hours.
 - (i) Day and night course.
 - (ii) The officer/student will drive a law enforcement equipped vehicle at constant speeds through a cone marked serpentine course using the slip steering method. Forward and Reverse

(Rule 1110-7-.01, continued)

- (iii) The officer will back a law enforcement equipped vehicle in a straight line under full acceleration.
- (iv) The officer will bring a law enforcement equipped vehicle to a complete stop from a speed of 40 miles per hour on a dry asphalt surface within a distance of 75 feet without sliding the tires on the pavement.
- (v) The officer will twice parallel park his vehicle in a cone marked space 24 feet long (once looking over his left shoulder and once looking over his right shoulder).
- (vi) Given a cone marked lane 30 feet wide with two recessed areas to simulate driveways, the officer will change his direction of travel by 180° two times.
- (vii) Given a cone marked lane 12 feet wide, the officer will drive his vehicle forward, steer through the course to the adjacent lane where indicated and then return to the original lane where indicated. The officer will then back the vehicle through the same course. The officer will go forward again to get back into the stream of traffic.
- (viii) Given a cone marked double "S" curve with a 12 foot wide lane, the officer will drive forward to the end, stop, and then back the vehicle to the starting point.
- (ix) Events v, vi, vii, and viii must be time events.
- (x) Pursuit driving.
- (xi) Departmental policies, where applicable.
- (xii) Vehicle familiarization.

14. National Safety Council Defensive Driving Course or comparable safety related course.

Authority: T.C.A. §38-8-104. **Administrative History:** Original rule filed January 29, 1986; effective April 15, 1986. Amendment filed September 24, 1986; effective December 29, 1986. Amendment filed June 13, 1997; effective October 28, 1997. Amendment filed April 19, 2002; effective August 28, 2002. Amendment filed October 2, 2006; effective February 28, 2007.

1110-7-.02 STAFFING.

- (1) Staffing Positions. The Basic Training Academies shall have a minimum staff of one (1) Director of Training/Principal Training Officer, one (1) full-time Certified Law Enforcement Instructor, and one (1) Secretary or Clerk/Typist.
 - (a) The Director of Training/Principal Training Officer shall meet the law enforcement instructor certification requirements as set forth in T.C.A. §38-8-104, Section 1110-3-.03 of the Rules of the Tennessee Peace Officer Standards and Training Commission and all other requirements as set forth by T.C.A. §38-8-104 pertaining to the administration of a Basic Law Enforcement Academy. The Director may have other assigned duties within the organization.
 - 1. Responsibilities. The Director of Training/Principal Training Officer shall be responsible for, but not limited to : the development, organization, implementation, testing, and supervision of any course of study or instruction; maintaining all the necessary records pertaining to each student as required by T.C.A. §38-8; and testing materials and their administration as required by T.C.A. §38-8.

(Rule 1110-7-.02, continued)

- (b) The full-time Certified Law Enforcement Instructor shall meet the law enforcement Instructor certification requirements as set forth in T.C.A. §38-8-104 and Section 1110-3-.03 of the Rules of the Tennessee Peace Officer Standards and Training Commission.
 - 1. Responsibilities. The full time Certified Police Instructor shall be responsible for, but not limited to: preparing lesson plans, preparing testing instruments, conducting classes, supervising class conduct at all times, assuring the safety of students, and accounting for class attendance.
 - (c) The Secretary/Clerk Typist is essential for maintaining records and conducting the necessary correspondence between the Academy, the POST Commission, and law enforcement agencies. This position may be filled by an existing secretary or clerk/typist, with these responsibilities being added to their work assignment.
- (2) Instructor Specifications. The instructor shall meet certain criteria in developing and maintaining a proper learning atmosphere for students. The Basic Law Enforcement Academy shall employ performance-oriented instructional methods that will provide opportunities for each student to demonstrate successful achievement of the established training objectives. This may be accomplished by the Academy management insuring that:
- (a) Each instructor is qualified to teach in his/her specific area of instruction.
 - (b) All instructors who teach part time for the agency which conducts a Basic Law Enforcement School, employed by the agency or employed outside the agency, must be qualified to teach in his/her specific area of instruction and, at the option of the training director, may be required to be POST Certified as an Instructor.
 - (c) Each instructor (part-time and/or outside) is given the course description and instructional objectives for his/her instructional block and informed that his/her presentation must adhere to these guidelines.
 - (d) Each instructor is periodically evaluated by Academy management to insure instructional competence.
 - (e) Each instructor enforces the rules and regulations as outlined in this document.
 - (f) Each instructor teaches from an approved and current lesson plan.
 - (g) Each instructor informs each student of the ultimate performance objectives of his/her block of instruction at the beginning of each instructional period.
 - (h) The instructor does not “teach the test.”
 - (i) Each instructor sets the example for the student to follow, by paying particular attention to the areas of preparedness, honesty and integrity, approachability, and competence.

Authority: T.C.A. §38-8-104. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed June 13, 1997; effective October 28, 1997. Amendment filed April 19, 2002; effective August 28, 2002.

1110-7-.03 BUILDINGS AND FACILITIES.

- (1) Building and Classroom Facilities. All requirements listed must be met prior to POST inspection, for new facilities.

(Rule 1110-7-.03, continued)

- (a) The academy shall be in an area devoted to law enforcement training to ensure training facilities are undisturbed by outside, unrelated activities or noises.
 - (b) Class size shall be limited to a maximum of seventy-five (75) students. However, twenty (20) percent of the total class hours in the Basic School can be taught in a seminar setting; therefore a greater number than seventy-five (75) students may be allowed. No class other than the lecture-type setting can have more than seventy-five (75) students in any one classroom.
 - (c) Have adequate facilities for physical training activities to support the curriculum, i.e. multipurpose activity area or gym.
 - (d) The building must have adequate restroom, locker, and shower facilities for male and female students to meet state law for public facilities (in accordance with T.C.A. §68-18-101 et seq. and Southern Building Codes).
 - (e) Must have administrative office space or designated area for the organization and filing of appropriate school administrative records, documents, and related school training data.
 - (f) Must have library resources available to students, adequate to support the curriculum.
 - (g) Must have adequate movie and video equipment to support the curriculum.
 - (h) Must have a video tape and film library adequate to support the curriculum.
- (2) Firing Range Facilities.
- (a) Must have at least 20 firing points. All targets should have a minimum of four (4) foot centers.
 - (b) Must have at least 25 yard depth for firing at each point.
 - (c) Must have adequate off street parking space.
 - (d) Must have some form of combat/action-reaction course.
 - (e) Must have a laterally moving target.
 - (f) Must have a shotgun course (this can be laid out on an existing pistol course).
 - (g) Must comply with all State and local ordinances pertaining to range and firearms safety.
- (3) Police Driving Skill Range.
- (a) Must have adequate area available to teach basic police driving, stopping and parking maneuvers.
 - (b) Must have an adequate area available to teach advanced driving techniques.
 - (c) Must have adequate off street parking space.
 - (d) Must meet all state and city ordinances and laws.

Authority: T.C.A. §§38-8-104 and 68-18-101 et seq. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed November 13, 1989; effective February 28, 1990. Amendment filed June 13, 1997; effective October 28, 1997. Amendment filed April 19, 2002; effective August 28, 2002. amendment filed October 2, 2006; effective February, 28, 2007.

1110-7-.04 RECORD KEEPING.

- (1) All Training Academies will maintain a permanent training record file on each student attending the Academy. This file shall include all records pertaining to that student while attending that Academy.
- (2) Every Academy shall maintain an administrative file that pertains to each class it conducts. This file shall include, but not be limited to: curriculum, attendance records, discipline records, counseling records, tests and test answer sheets..
- (3) Each Academy shall maintain all lesson plan files for each class and shall review for revisions annually. All training records shall be maintained in the administrative building of the academy.

Authority: T.C.A. §38-8-104. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed September 24, 1986; effective December 29, 1986. Amendment filed June 13, 1997; effective October 28, 1997.

1110-7-.05 CONTROL OF ENVIRONMENT.

- (1) Student Environment. Basic Training Academies must control the student environment in order to promote efficient learning through a controlled atmosphere.
 - (a) A specified set of policies, procedures, and rules, as set forth by the POST Commission (which govern the behavior expected and required by students attending Basic Academy courses and to which each student must adhere if success in a course of instruction is completed), shall be adopted.
 1. These rules should establish in a definitive manner the minimal acceptance level of performance regarding the following areas or controls:
 - (i) Attendance
 - (ii) Tardiness
 - (iii) Dress code
 - (iv) Classroom demeanor
 - (v) Study
 - (vi) Guidelines for classroom discussion, Question and Answer Sessions, and disagreement with instructors.
 - (vii) Examination and Testing procedures
 - (viii) An Honor System for examinations
 - (ix) Classroom intrusions
 - (x) Specific procedures for students who fail to meet minimum requirements.
 - (b) These rules shall be printed, handed out, and gone over with students prior to commencement of instruction in any given course.
 - (c) A printed schedule of classes, along with accompanying course descriptions shall be adopted. This schedule should inform the student as to the course of study and general content of each instructional block.

Authority: T.C.A. §38-8-104. **Administrative History:** Original rule filed January 28, 1986; effective April 15, 1986. Amendment filed June 13, 1997; effective October 28, 1997.

1110-7-.06 COMPLIANCE. All basic training academies approved by the POST Commission shall meet the minimum standards as set forth in this chapter.

- (1) Initial Compliance. All new academies approved after January 1, 1994, shall comply with the Basic Training Academy minimum standards as set forth in this chapter.

(Rule 1110-7-.06, continued)

- (a) The POST Commission shall verify full compliance of all standards specified in this chapter. Such verifications shall include, but not be limited to, an on-site inspection. A POST Commission designee shall conduct an initial on-site inspection prior to verification of compliance.
 - (b) Upon verification of compliance with the standards set forth in this chapter, the POST Commission shall certify the academy.
 - (c) Annually, the Director of the Donelson Academy will schedule a meeting of all Training Directors and administrators of Basic Law Enforcement Academies statewide who shall attend for the purpose of curriculum review and standardization.
- (2) Continuing Compliance. All Basic Training Academies certified by the Post Commission shall continue to meet the Basic Training Academy minimum standards as set forth in this chapter, and each academy has a continuing duty to notify the Commission when out of compliance at any time.
 - (a) Annual Report. Each academy shall submit an annual report to the Commission outlining continued compliance with minimum standards as set forth in this chapter on or before January 31 of the new year.
 - (b) Annual On-site Visit. Upon receipt of the annual report from a Basic Training Academy a POST Commission designee shall conduct an on-site visit to review continued compliance in all major areas of initial approval.
 - (c) Status Letter. Upon review of a Basic Training Academy's annual report and the completion of an on-site visit, the Commission shall issue a letter advising the academy of the status of its compliance.
- (3) Non-Compliance.
 - (a) Each academy shall notify the Commission when out of compliance at any time.
 - (b) The Commission may consider, on a case-by-case basis, a request for waiver to provide the agency the opportunity to return to full compliance. In no case shall a waiver exceed one (1) year from the date of the request.

Authority: T.C.A. §38-8-104. **Administrative History:** Original rule filed October 25, 1993; effective March 1, 1994. Amendment filed June 13, 1997; effective October 28, 1997. Amendment filed April 19, 2002; effective August 28, 2002.